



CALIFORNIA STATE EMPLOYEES CHARITABLE CAMPAIGN

2008 NON-AFFILIATE APPLICATION INSTRUCTIONS

FILING DEADLINE:

Postmarked no later than **March 1, 2008**. Applications received with a postmark after the deadline, may be denied for lateness.

DOCUMENTS NEEDED:

Applicants are only required to provide a copy of the 501(c)(3) exemption letter every two years. If this document is required it should be clearly indicated on the application form.

The following documentation is required from all **new** applicants and previous applicants not required to submit a copy of the 501(c)(3) but has legally changed its business name:

1. Copy of 501(c)(3) exemption letter from the Internal Revenue Service (I.R.S.) for each applicant **AND** if the organization name does not match that stated on the 501(c)(3):
2. Fictitious Business Name Statement
3. Copy of the Articles of Amendment OR
4. Copy of amended 501(c)(3) document from I.R.S. OR
5. Other legal documentation for the name change.

Notes:

- ☞ Facsimile applications are **not** acceptable. Photocopies of the application are acceptable only with an **original** signature.
- ☞ Any blank areas may result in the application being returned for incompleteness. If an item does not apply to your organization, write "n/a" on the blank. All applications must be **complete** and filed by the deadline in order for consideration.

FORM INSTRUCTIONS

Please indicate if your organization is a new applicant or a Previous Participant by placing an "x" or checkmark in the appropriate box.

Please indicate if your organization is "Independent", a "Member of a Federation," or a "Federation."

1. **Independent:** An independent organization is a non-profit agency that is not under an umbrella organization, such as a Federation. Independent Organizations usually are listed in the Campaign brochure under "No Federation Listed".
2. **Member of a Federation:** A non-profit organization is considered a "Member of a Federation" if it is a member of an umbrella organization. Member agencies are usually listed in the Campaign brochure under the Federation organization.
3. **Federation:** A Federation is defined as any organization that represents **itself and other** organizations in the Campaign. Typically, Federations, and their member agencies, are listed in the Campaign brochure in alphabetical order. Do not complete section G since the organization information is provided in sections A-E. Continue to Section H.

SECTIONS

A. LEGAL NAME *(required)*

The legal name of the organization, as indicated on the 501(c)(3) document, must be provided on this line.

Pursuant to the legal authority of Government Code section 13923 and Title 2, California Code of Regulations, section 633.9, the organization indicated in this section applies to the VCGCB to (1) be included, by name, in the literature distributed during the 2007 California State Employees' Charitable Campaign (Campaign) and (2) receive contributions that State officers and employees may designate to the organization.

B. OTHER NAME

- If the organization name does not match the name on the 501(c)(3) letter, is known by another name or you would like contributions directed to a specific program within your organization, please complete this section by placing a check mark in the appropriate box.

